

DEPUTY SHERIFF

GENERAL DEFINITION

Performs responsible protective service work in the Sheriff's Department.

ORGANIZATIONAL RELATIONSHIP

Work is performed under the general direction of the Sheriff or his/her designee.

TYPICAL TASKS

- On an assigned shift, operates a patrol car to observe violations of traffic laws, suspicious activities or persons and disturbances of law and order;
- Investigates citizen complaints;
- Responds to radio and telephone dispatches and answers calls and complaints;
- Serves warrants, makes arrests and serves civil process;
- Testifies in court;
- Assists in resolving domestic disputes;
- Transports prisoners;
- Directs traffic;
- Reports unsafe conditions existing in street or other public facilities;
- Assists with criminal investigations by presenting evidence, interviewing victims and witnesses, prepares property and evidence, recording and issuing of evidence in court cases;
- Prepares detailed reports;
- Prepares statistical reports;
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of police methods, practices and procedures; some knowledge of the geography of the County and location of important buildings; general knowledge of the rules and regulations of the Sheriff's Department; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to develop skill in the use of firearms and the operation of motor vehicles; ability to utilize office software and email.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school. Completion of appropriate training prescribed by the Commonwealth of Virginia for this level of position.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

Successfully complete and maintain all state mandated requirements through a criminal justice academy. The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License. Note: Applicant must have and maintain a driving record acceptable to Franklin County and its insurance carrier(s).

PHYSICAL DEMANDS

This position requires the ability to spend a considerable amount of time in carrying out all law enforcement objectives with the use of a county vehicle; possession of physical agility and endurance.

WORK ENVIRONMENT

The work environment is a typical field law enforcement environment. The work involves an element of personal danger.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Last Updated 07/03/07)

FLSA Status: Exempt
 X Non-Exempt

Pay Grade 17

Recommended by: _____
Dept. Head _____ Date _____

Reviewed by: _____
 Personnel _____ Date _____

Approved by: _____ Date _____
County Administrator